

Copyright Law

1. COPYRIGHT LAW

- 1.1. The Alpine School District is committed to observance of the Federal/State Copyright Laws and publisher licensing agreements.
- 1.2. It shall be the responsibility of the Superintendent of Schools or designee to keep district administrative personnel advised as to the current status of copyright laws so that all employees may perform their duties within the intent of the law.
- 1.3. All licensing agreements shall be approved by the Board of Education.
- 1.4. District level administrators/principals shall be responsible for enforcement of this policy as it affects employees under their direction.
- 1.5. Educators shall be responsible for educating students concerning the legal, ethical, and practical problems caused by illegal use of software regarding copyright law and copyright abuse. (i.e. software, music, and videotape)
- 1.6. All employees in violation of Federal or State Copyright laws and/or district policy, rules and regulations, and procedure shall be held responsible.

Board Approvals

- Board Approved: November 11, 1986: Revised: February 14, 1989

Procedures

No procedures have been established at this time.

1. [SECTION HEADING]

- 1.1. [Sub section text]

Approvals

- Board Approved: [Month],[Day],[Year]

Rules & Regulations

1. COPYRIGHT LAWS

- 1.1. “Fair use” guidelines for copyrighted materials for educator use have been written into the Congressional Record and will provide support in cases of lawsuit for misuse.
- 1.2. In order to adhere to copyright laws, it is deemed essential that employees of the Alpine School District abide by the following regulations:
 - 1.2.1. TELEVISION/VIDEO PROGRAMS
 - 1.2.1.1. A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home use only.
 - 1.2.1.2. A videotape/disc rented from a video store and marked “For Home Use Only” may not be shown at school.
 - 1.2.1.3. A purchased videotape/disc may be used in the school only for face-to-face instruction by an individual teacher, not for entertainment, unless a public performance license has been obtained.
 - 1.2.1.4. Off-air recordings within schools are permissible only at the written request of an individual teacher for face-to-face instruction. The request to record should be addressed to the school administrator or designee. The tape/disc should be clearly marked with the appropriate showing and erasure dates. The recording cannot be used by other teachers. This applies only to those programs that are provided to the general public at no charge.

Alpine School District | 575 N 100 E, American Fork Utah, 84003 | alpineschools.org | 801-610-8400

Alpine School District does not discriminate in its programs, activities, or employment practices on the basis of race, color, religion, national origin, gender or sexual orientation. | additional information: alpineschools.org

- 1.2.1.5. Under “Fair use” guidelines, the above recording may be shown to students no more than two times within ten (10) school days of the broadcast date, and the second showing may only be for instructional reinforcement. The tape/disc may be held for an additional 35 calendar days for preview-to-purchase purposes only. After this allowable use, the tape/disc must be erased.
- 1.2.1.6. Students are not allowed to record programs at home and bring them to school for viewing in the classroom.
- 1.2.2. COMPUTER SOFTWARE
 - 1.2.2.1. Alpine School District Schools equipment must not be used for making illegal copies of software.
 - 1.2.2.2. The use of illegally copied software in schools or offices is prohibited.
 - 1.2.2.3. Software licensing agreements of copyright holders must be observed.
 - 1.2.2.4. Multiple loading of software is prohibited unless written permission has been obtained.
 - 1.2.2.5. Use of computer software on a networked computer system is prohibited unless written permission is obtained.
 - 1.2.2.6. All software obtained from district site licensing is for classroom /office use only.
- 1.2.3. PRINT/GRAPHICS
 - 1.2.3.1. The reproduction of copyrighted, consumable materials such as workbooks, activity sheets, any standardized test materials, etc., is specifically prohibited by the copyright law, unless specific written permission is obtained from the copyright holder.
 - 1.2.3.2. Individual teachers may make one copy only for a transparency for classroom instruction.

- 1.2.3.3. Copying from printed publications such as a poem, a chapter from a book, and/or a short article from a periodical is limited to a single copy for research use.
- 1.2.3.4. Teachers or students may not make multiple copies of copyrighted materials from a library or other reference including out-of-print text.
- 1.2.4. MUSIC
 - 1.2.4.1. Music recordings may not be reproduced from the original album or source to another medium, unless specific written permission is obtained from the copyright holder.
 - 1.2.4.2. Music for use as background music of a slide presentation is permitted only if the presentation is required for instructional purposes and not for entertainment.
 - 1.2.4.3. Sheet music may not be copied unless the music is on order and has not yet been received by the teacher. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
 - 1.2.4.4. Recordings of music may not be transferred from a radio broadcast to a recordable disc or other medium.

Approvals

- Board Approved: January 23, 1989